



STATE OF NEVADA
OFFICE OF THE ATTORNEY GENERAL

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Carson City, Nevada 89701-4717

CATHERINE CORTEZ MASTO
Attorney General

KEITH G. MUNRO
Assistant Attorney General

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Acting Chief of Staff

***Position Announcement
Open Competitive***

**Division of Business and Taxation
Las Vegas**

POSITION TITLE: Deputy Attorney General.

DUTY STATION: Las Vegas, Nevada.

POSITION STATUS: Exempt (FLSA); serves at the will of the Attorney General; employment with the Attorney General's office is contingent upon completion of NCIC/NCJIS, and a fingerprint criminal history check.

SALARY: \$71,639.28 – \$95,650.00 (Employee/Employer)
\$63,468.10 – \$84,740.00 (Employer Paid)
(subject to 2.5% annual reduction, e.g. by furlough effective July 1, 2011)

POSITION SUMMARY: This position serves as general counsel and provides a wide variety of legal services to the Taxicab Authority. The position may also include assisting with the representation of other agencies within the Department of Business and Industry. The assignment entails providing legal advice and opinions to the assigned clients on issues within their jurisdiction, as well as prosecuting administrative actions, including disciplinary proceedings.

POSITION CHARACTERISTICS: The person chosen for the position will have excellent legal research and writing skills, a fully-developed public speaking ability, and knowledge of State and federal court procedures. They will also have excellent communication and time management skills, and good interpersonal skills.

EXAMPLES OF DUTIES: Typical duties of the position include prosecuting administrative actions, defending or commencing litigation on behalf of the Taxicab Authority in federal and State courts; and defending appeals in State and federal appellate courts. The position also requires handling personnel matters, drafting regulations and bill draft requests, drafting agendas and serving as Board Counsel in public meetings. Further duties include opinion writing, and providing day-to-day legal

counsel to the client in the law pertaining to routine government operations, such as personnel and pay issues, and government contracts.

QUALIFICATIONS

KNOWLEDGE REQUIRED: This position requires knowledge of substantive law and regulation pertaining to State government affairs, including personnel and contracting; the Open Meeting Law; powers and duties of the State Attorney General; legislative process; State and federal civil and appellate procedure and rules of evidence; computer applications, particularly as related to the performance of legal research; and rules of ethics in the practice of law.

SKILLS REQUIRED: Applicants must possess skill in effective written and verbal communication; presentation of administrative and judicial cases; effective appellate advocacy; analysis of complex legal problems, and proper application of legal principles to resolve problems. Applicants must be highly professional, well-organized, self-motivated, punctual and prompt.

PHYSICAL DEMANDS: This position requires mobility to work in a typical office setting and use standard office equipment; and to travel to client offices and courts in various parts of the State. It also requires vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. The applicant must be able to speak in a clear and understandable manner, and to hear and respond to questions posed. Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

EDUCATION AND EXPERIENCE: Applicants must possess a certificate of admission to the Bar of the State of Nevada and be eligible to practice law before the courts of the State of Nevada and the federal district and appellate courts. Applicants should also have at least three years of experience as a practicing attorney.

This position announcement lists the major duties and requirements of the job and is not all-inclusive. The incumbent may be expected to perform additional job-related duties and may be required to have or develop additional specific job-related knowledge and skills.

Interested applicants should mail, e-mail, fax, or deliver a resume and a writing sample to:

Michele L. Caro
555 E. Washington Avenue, Suite 3900
Las Vegas, NV 89101
E-Mail: mcaro@ag.nv.gov
FAX: (702) 486-3416

No later than close of business on **December 5, 2014**.

The Attorney General's Office is an Equal Opportunity Employer.